

Office of the Building Official
302 North Main Street
Culpeper, VA 22701
540/727-3405 fax 540/727-3461
www.culpepercounty.gov



SPECIAL EVENTS AMUSEMENT DEVICE PERMIT

Amusement Device Permit ☐ Carnival # rides _____ ☐ Inflatable/s # Units _____
Special Event: ☐ Tent # Tents _____ Square Footage of each Tent 1) _____ sq.ft. 2) _____ sq.ft.

☐ There will be 4 sides on tent ☐ There will be Lights inside Tent ☐ Exit signs will be displayed at time of inspection.

Date(s) of Event: _____ to _____ Location: _____

All information requested is required.

OWNER /OPERATOR

Address: _____
Business Phone: _____
City/Town State zip code

CONTACT PERSON _____ **DAY PHONE:** _____

CELL PHONE: _____ **Email Address:** _____

LOCATION OF EVENT: _____
Names of Sponsor of Event

Address: _____
Street City/Town State zip code

Owner/Operator : _____ Date _____
Signature

Please print Name: _____

THE FOLLOWING INFORMATION MUST BE INITIALED BY THE OPERATOR: *Make special note of "underlined" information.*

_____ It is the responsibility of the party issued this permit to insure compliance with all provisions of the current Virginia Amusement Device Regulations "VADR" specifically 13 VAC 5-31-80 "Owner or Operator Responsibilities." Additionally all applicable ASTM references per the VADR should be maintained by the Owner/Operator. ASTM references should be available for the Inspector.

_____ **INSURANCE REQUIREMENTS**, the owner/operator must submit with this application a copy of his "proof of liability insurance" of an amount of not less than \$1,000,000.00 per occurrence or proof of equivalent financial responsibility and must notify the Culpeper Building Department promptly of any change during the period of operation to be, or which is, authorized by this permit. **The policy must list the name of each device identifying the general description of the device or devices to be insured to include quantities and serial numbers or identification numbers of each ride. We do not keep copies of previous insurance certificates so a new copy must be supplied with each permit application.**

_____ If the set-up or required inspection falls outside of the normal business hours of the Building Department (7:30-4:30 Monday – Friday excluding holidays); an after-hour fee will be assessed for inspections.

_____ Item #4 of 13 VAC 5-31-80 specifically addresses "Kiddie Rides." The ride must meet all three (3) of the requirements for the once per year inspection requirement. These requirements are: i) the passenger height is limited to 54" or less; ii) the design capacity is 12 passengers or less; and iii) the assembly time is two (2) hours or less.

-----ADMINISTRATIVE USE ONLY-----

Directions: _____

*Special notes for USBC Sheet: _____

TYPE OF EVENT: ☐ Public Event ☐ Church Event ☐ Fire Dept. Event ☐ Private Function on Public Property

FEE SCHEDULE

Kiddies Ride: \$25.00 each (Must meet definition)	Qty: _____ x \$25.00 =	\$ _____
Mechanical Bull \$25.00 each	Qty: _____ x \$25.00 =	\$ _____
Circular or flat rides, < 20' in height \$35.00	Qty: _____ x \$35.00 =	\$ _____
Spectacular ride \$55.00	Qty: _____ x \$55.00 =	\$ _____
Coaster > 30' \$150.00	Qty: _____ x \$150.00 =	\$ _____
Tents (900 Square feet or more requires permit).....	Qty: _____ x \$50.00 =	\$ _____
Electrical for tents.....	Qty: _____ x \$35.00 =	\$ _____
Subtotal:		\$ _____
After Hour Inspection Fee #Inspection:_____		\$ _____
As per #3 Third Party Inspector reduction of 50%.....		(\$ _____)
TOTAL PERMIT FEES		\$ _____
2.0% Levy per USBC.....		\$ _____
Total:		\$ _____

Third Party Inspector

1. A 3rd Party Inspector may perform inspections related to this permit provided prior approval of their Certification is obtained from the Culpeper Building Official. A copy of the 3rd Party Inspector's Certification must be made available to the Building Department prior to the inspection.
2. The 3rd Party Inspector must visit the Building Official's office for proper documentation and permit stickers prior to the schedule inspection.
3. Per 13 VAC 5-31-100 the permitting fee associated with the entire event shall be reduced by 50% if a 3rd Party Inspector is utilized.

☐ Approved 3rd Party Inspector: _____ Date _____
Culpeper County Building Official

DEFINITIONS

1. Kiddies Ride, passenger height limited to 54" or less, capacity is 12 passengers or less, and assembly time is two hours or less. Note: Kiddie Rides need only be inspected once in a calendar year providing they are less than 150 sqft in area, their patron containment area is less than 10 feet. Damage incurred would place them in violation of the VADR and would require an additional inspection.
2. Circular or Flat-ride, must be less than 20' in height.
3. Spectacular Ride, cannot be inspected as a circular ride or flat-ride due to complexity or height.
4. Coasters, any coaster that exceeds 30' in height.
5. Inflatable Amusement Device (Moon Bounce, etc.) \$25.00 each, if they meet definition, item #1, or \$35.00 if they do not.
6. Artificial Climbing Walls \$35.00 each.